

Appendix B

Commonwealth of Virginia Database Index Reporting Form													
1. Public Body Name & Numeric Code: Secretary of the Commonwealth / 166	4. Point of Contact: Sylvia D. Moore												
2. Database Title: Appointments	5. Phone Number: (804) 786-2441												
3. Database Acronym: APPOINT	6. Signature & Date: <i>Sylvia D. Moore</i>												
<p>7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</p> <p>N- Database is maintained to house information on appointees by the Governor to the various boards and commissions of the Commonwealth. All aspects of the Governor's appointing authority are handled by the Governor through the SOC.</p> <p>D- Database contains: name, address, nationality, race, gender, birthdate, SS# and locality of persons applying for a seat on a board or commission. Appointee: name, board or commission serving on, seat#/seat type, term, terms served, effective, expiration, appointment, oath, first term dates, confirmation year, if they are chairman, need to file financial disclosure forms or are subject to legislative confirmation. Post: name of board (post), secretariat it falls under, reference, term abstract, purpose powers & duties abstract, composition abstract, if board files financial disclosure or subject to confirmation, number of seats and the status of the board. Seats: seat #, seat represents, seat class, term type, term limits, status, and start/end date.</p> <p>R- Appointments becomes public knowledge once a press release from Governor's press office is released. Social Security # is definitely a restrictive portion of information. Only the address requested by the appointee to receive mail is used.</p> <p>Catherine LaCivita - Research Director (804) 786-2441, Assistants Archer McGiffin and Carrie Cantrell</p> <p>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</p>													
8. Date of Last Update:	9. Frequency of Update: <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:												
<p>10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</p> <table border="0"> <thead> <tr> <th>a. Format</th> <th>b. Cost</th> </tr> </thead> <tbody> <tr> <td>Term Appointment List</td> <td></td> </tr> <tr> <td>POG Appointment List</td> <td></td> </tr> <tr> <td>Board Membership List - these 3 list a provided to constituents upon request at no charge or through office mailing.</td> <td></td> </tr> <tr> <td>Report of the Secretary of the Commonwealth, produced yearly. Price Varies. Editor - Carrie Cantrell (804) 786-2441</td> <td></td> </tr> <tr> <td colspan="2">Note: Statement of Economic Interest - Long and Short Forms will be available to web users to download to a printer or fax machine no later than September 1, 1997, if not before.</td> </tr> </tbody> </table>		a. Format	b. Cost	Term Appointment List		POG Appointment List		Board Membership List - these 3 list a provided to constituents upon request at no charge or through office mailing.		Report of the Secretary of the Commonwealth, produced yearly. Price Varies. Editor - Carrie Cantrell (804) 786-2441		Note: Statement of Economic Interest - Long and Short Forms will be available to web users to download to a printer or fax machine no later than September 1, 1997, if not before.	
a. Format	b. Cost												
Term Appointment List													
POG Appointment List													
Board Membership List - these 3 list a provided to constituents upon request at no charge or through office mailing.													
Report of the Secretary of the Commonwealth, produced yearly. Price Varies. Editor - Carrie Cantrell (804) 786-2441													
Note: Statement of Economic Interest - Long and Short Forms will be available to web users to download to a printer or fax machine no later than September 1, 1997, if not before.													

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97